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Executive Registry
69-5538

4 November 1969

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations
1 - 31 October 1969

1. The workload for October 1969 was 69,373 items, 5% less than October of last year. For the ⁴three months of FY 1970 we are running 1% less than the same period in FY 1969.

2. As of 31 October we are still five persons short of our T/O. Since the Cable Secretariat, on 9 January 1969, was authorized temporary overages of up to 10% in T/O, the personnel picture is as follows:

Losses: 16 (ten resigned from the Agency and six were transferred to other components of the Agency); Gains: 15; average understrength per month - 7.

25X1A 3. On Monday, 13 October, a Xerox 3600-I duplicator was installed in the office. Experience to date has shown that the machine produces excellent quality copy at a much greater rate (five times faster) than the older equipment in use, while still maintaining a high degree of reliability. The greater capacity of this equipment has allowed us to eliminate one Xerox copier and decrease the rental fee on another. We are still exploring 25X1A means of switching from offset reproduction to Xerox in order to improve our working conditions and efficiency. In this connection, [REDACTED] and I, together with [REDACTED] and others from CIA, visited the Xerox facilities in Rochester, New York in order to see what Xerox had on the drawing board which might be useful to us, and to attempt to get them to lower their rates for the 3600-I. With reference to our first objective, one piece of equipment to be available in 1970-71 seems almost certain to fit in with our automation plans. We will keep the Office of Communications informed. As to our second reason for visiting Xerox, we were less successful. The company, for several reasons, does not see its way clear to reduce

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their charges - in fact, effective 1 January 1970 there will be a small increase. Since we were in the vicinity, all of us visited the Kodak plant and looked into microfilm, microfiche, and magnetic tape to film converters. Here too, with automation, we can most certainly effect improvements utilizing Kodak or similar equipment to update and improve our processes. The trips to both Xerox and Kodak were planned in advance, and the representatives of these two companies did a splendid job of informing us as to their capabilities in our field, both now and in the future. On our return, [REDACTED] and I stopped in New York City and visited the Business Equipment Show. Since we have progressed so far in planning for ACT, most of what might have been usable from the show was not in fact usable, other than during the interim period until ACT is a fact. The cost and inconvenience of utilizing such equipment for an interim period left us with no choice other than to carry on more or less as is pending implementation of ACT.

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4. [REDACTED] attended that portion of the Office of Communications budget meeting with PPB that related to the ACT funding. The 17 October meeting dealt with the new three-phase funding and equipment concept as presented to you at the 2 October briefing.

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[REDACTED]
Y Cable Secretary

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